

IC 2004-1 TO AFI 36-3208, ADMINISTRATIVE SEPARATION OF AIRMEN

10 JUNE 2004

★SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2004-1 (attachment 7). The Air Force Director of Personnel has directed implementation of a new Fitness Program combining fitness and weight body management programs. References to “Exceeding Body Fat Standards” are replaced with “Failure in the Fitness Program.” See the last attachment of this publication, IC 2004-1, for the complete IC. A bar (/) indicates revision from the previous edition.

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★Table 1.3. Reasons and Authority for Involuntary Separation.

	A	B	C
R U L E	Reason (see note 1)	Authorizing Paragraph	Types of Separation Authorized (see note 2)
1	Parenthood	5.9	Entry-level separation or honorable discharge.
2	Insufficient retainability for required retraining	5.10	honorable discharge.
3	Conditions that interfere with military service	5.11	Entry-level separation or honorable discharge.
4	Erroneous enlistment	5.14	
5	Fraudulent entry (see note 3)	5.15	Entry-level separation, or honorable, general, or under other than honorable conditions discharge.
6	Entry-level performance and conduct	5.22	Entry-level separation.

7	Unsatisfactory performance	5.26	Honorable or general discharge.
8	Failure in drug abuse rehabilitation	5.31	Entry-level separation, honorable, or general discharge.
9	Failure in alcohol abuse rehabilitation	5.32	
10	Homosexual conduct (see note 4)	5.36	Entry-level separation, honorable, general, or under other than honorable conditions discharge.
11	Misconduct (see note 5)	5.49 through 5.54	
12	Discharge in the interest of national security	5.57	
13	Failure in prisoner retraining or rehabilitation	5.62	Honorable or general discharge.
△14	Failure in the Fitness Program	5.65	Honorable or entry-level separation.

NOTES:

1. Before processing any individual for separation for these reasons, comply with requirements of paragraph 1.8, if applicable.
2. For guidance in determining the type of separation, see section B.
3. Discharge under other than honorable conditions is usually appropriate if the person concealed prior service ending in a less than honorable discharge.
4. For the circumstances warranting discharge under other than honorable conditions, see paragraph 5.37.
5. Only the GCM authority may approve an honorable or an under other than honorable conditions discharge.

★5.3.2.3. When a member is being separated for failure in the fitness program and has had at least one instance of unsatisfactory progress in the program during the current enlistment, commanders may use instances of unsatisfactory progress in the immediately preceding enlistment to establish a basis for separation. **NOTE:** See paragraphs 1.20.

and **1.21.** concerning information to be considered on this issue of service characterization.

★5.22.2.7. Failure to meet fitness standards (paragraph **5.65.**).

★5.26.2. Failure to maintain standards of dress and personal appearance (other than fitness standards) or military deportment.

★5.26.6. Failure to meet minimum fitness standards. Airmen who fail to meet minimum standards of fitness for reasons not amounting to disability may be discharged. Follow the procedures for fitness management according to AFI 10-248, *Fitness Program*, (formerly AFIs 40-501 and 40-502), before starting action to discharge. Make sure the case file shows the record of those actions.

★Section 5K—Failure in the Fitness Program

★5.65. Failure in the Fitness Program. Airmen who do not meet fitness standards in AFI 10-248, *Fitness Program*, (formerly AFIs 40-501 and 40-502) may be discharged when the failure in the fitness program resulted from a cause which was within their control. Follow the procedures for failure in the fitness program according to AFI 10-248 before starting action to discharge. Make sure the case file shows the record of those actions. **NOTE:** *Administrative actions commenced on or before 31 Dec 03 may be executed to completion, using this paragraph and separation program designator (SPD) codes JCR, GCR, and HCR. Members who were notified in writing on or after 1 Jan 04 (as specified in AFI 10-248) IAW this directive will be separated using SPD codes JFT, GFT and HFT and paragraph 5.26.6.*

★5.66.2. The service of airmen discharged for not meeting fitness standards will be characterized as honorable if the sole reason for separation is failure to meet fitness standards.

6.3. Medical Examinations. Airmen recommended for involuntary discharge are given a standard medical examination. The examination must document specifically the medical aspects pertaining to the reason for the discharge action. (Paragraph **5.65.**, document that there is not a medical condition that would preclude the member from meeting fitness program standards.) The DBMS or the senior physical profile officer must review and sign the Standard Form (SF) 88, **Report of Medical Examination**. Add it to the case file as soon as it is complete.

★6.4.1. An EPR is required for separation cases involving parenthood (paragraph 5.9.), conditions that interfere with military service (paragraph 5.11.), unsatisfactory performance (paragraphs 5.25. and 5.26.) or failure in the fitness program (paragraph 5.65.). For A1C and below with less than 20 months' Total Active Federal Military Service (TAFMS), AFI 36-2403 requires a mandatory letter of evaluation (LOE) in lieu of an EPR.

★Figure 7.2. Sample Fact Sheet for Airmen Undergoing Probation and Rehabilitation.

SAMPLE

(Appropriate Letterhead)

FACT SHEET FOR AIRMEN UNDERGOING PROBATION AND REHABILITATION

1. During probation and rehabilitation (P&R) your discharge will be suspended. During the P&R period, you will be given every chance to show that you are capable of good conduct, that you can perform your assigned duties well, and that you can adhere to Air Force Standards.
 2. If you complete the period of P&R successfully, at the end of your current enlistment:
 - a. Your eligibility for reenlistment will be determined by the existing criteria for reenlistment. The conditions that existed before the date you entered P&R will not be used as the sole basis to deny you reenlistment.
 - b. If you separate, you will receive an honorable discharge certificate.
 3. The offer of P&R in no way excuses your behavior. P&R carries with it the discharge as recommended and approved. You can, however, prevent this discharge by future good conduct and duty performance. If you fail to maintain the high standards set for Air Force personnel, one or more of these actions may be taken against you:
 - a. Cancellation of the suspension and execution of the approved discharge.
 - b. Initiation of new administrative discharge action.
 - c. Punitive action under the Uniform Code of Military Justice.
 4. If the action in paragraph 3b or c is taken, the result may be less favorable than the one already approved and suspended.
- ★5. This offer of P&R is not an attempt to keep you in the Air Force against your will. It is, rather, a final effort to help you.

Section 7B - P&R Procedures

★7.6.2. Sets a specific period of rehabilitation. This period may not be less than 6 months nor more than 12 months.

★9.3.1.7. Failure in the Fitness Program (see Chapter 5, Section 5K).

★Table 9.1. Types of Separations Authorized Payment (Member must meet all qualifying criteria) (see notes 1 & 2).

R U L E	A	B	C	D
		Full Pay	Half Pay	No Pay
1	Denied reenlistment under an early release/separation program: Fully qualified for retention Not fully qualified for retention	X	X	
2	Denied reenlistment under E-4 HYT program: Fully qualified for retention Not fully qualified for retention	X	X	
3	Involuntary separation under a reduction in force program: Fully qualified for retention Not fully qualified for retention	X	X	
4	Drug abuse treatment failure		X	
5	Alcohol abuse treatment failure		X	
6	Homosexual conduct		X	
7	Discharge in the interest of national security		X	
★8	Failure in Fitness Program		X	
9	Involuntary Convenience of the Government Separation (paragraphs 5-9, 5-10 and 5-11)		X	
10	Expiration of term of service (ETS) when used with reenlistment code 2, 3, 4 -- denied retention: (see note 1)		X	
10.1	Reenlistment codes 4F, 4G and 4N are waiverable and otherwise eligible for a waiver: When requested and denied When not requested		X	X

10.2	Reenlistment codes 2E, 2G, 2H, 2J, 2K, 2L, 4H, 4I and 4J are authorized extensions and otherwise eligible to extend: When requested and denied When not requested		X	X
10.3	Reenlistment codes 3D, 3E, 3J (Assignment Availability codes 08 or 09). These codes render a member ineligible to request waiver or an extension as shown in Rules 10.1 and 10.2			X
11	Retirement eligible or dropped from rolls of the Air Force			X
12	Separated under other than honorable conditions (UOTHC)			X
13	Separated for misconduct or unsatisfactory performance			X
14	Does not agree to serve 3 years in the Ready Reserve			X
15	E-4 HYT member who refuses to test or accept promotion			X
16	Separated as a result of court-martial sentence			X
17	Voluntary request for separation under chapters 2 and 3			X

NOTES:

★1. Member covered by rules 1, 2, 3 and 10 are released to the Reserve, except 10.1 and 10.2 who are discharged.

2. Members who have at least 16 years of active service and are not retirement eligible will not be separated for E-4 HYT.

Attachment 3

ADMINISTRATIVE DISCHARGE FACT SHEET

A3.1. Administrative Discharge. These are the types of administrative discharges from the Air Force. A discharge is defined as a complete separation from all military status, duties, obligations, and responsibilities that have been gained by enlistment in the Air Force. The type of discharge a person receives could affect his or her ability to get a civilian job in the future. A person may not be hired, simply because he or she did not have an honorable discharge. Airmen should recognize that the type of discharge they receive is a serious matter and that if they receive any discharge other than an honorable

discharge, it may cause them difficulties. Also, as a general rule, persons who entered the Air Force after 7 Sep 80 and are administratively discharged from active duty before completing the shorter of 24 months of continuous active duty, or the full period for which they were called or ordered to active duty, are not eligible for any benefit administered by the Veterans Administration.

A3.2. Honorable Discharge. This type of discharge is separation from the Air Force with honor. An honorable discharge means the person has served the Air Force well by meeting or exceeding the required standards of duty performance and personal conduct. The honorable discharge reflects to the world that the member has satisfactorily completed a commitment to military service. All veterans' benefits are given to an eligible person with an honorable discharge.

A3.3. Under Honorable Conditions (General) Discharge. This is separation from the Air Force with honor, but to a lesser degree than the honorable discharge. This discharge is given when normally faithful service is marred by negative aspects of a person's duty performance or personal conduct, but the negative aspects definitely outweigh the good. All veterans benefits are given to an eligible person with an under honorable condition (general) discharge.

A3.4. Under Other Than Honorable Conditions Discharge. Separation from the Air Force with the worst possible administrative discharge. A person receives an under other than honorable conditions discharge when his or her personal conduct fall significantly below acceptable military standards. This discharge may result from one or more acts, or failures to act, which are considered to be an obvious departure from the high standards of conduct expected of military members. This type of discharge may be given only after a person has had the opportunity to request a hearing by an administrative discharge board. Usually, only acts, or failures to act, which occur during the current enlistment may be used to separate a person with this type of discharge. Significant veterans benefits are denied by the under other than honorable conditions discharge.

A3.5. Entry-Level Separation. This type of separation is given only when the person is in his or her first 180 days of continuous active military service or the first 180 days of continuous active military service after a break of more than 92 days of active service. This is a discharge that does not attempt to characterize the type of service as either good or bad. It is not the only type of separation authorized during the first 180 days of military service, as it is possible for a person to receive either an honorable or an under other than honorable conditions discharge as well.

A3.6. Administrative Separations. Administrative separations may affect a person's ability to reenlist in the Air Force. A person is not eligible to reenlist if he or she:

A3.6.1. Has been separated from the Air Force with a general or under other than honorable conditions discharge;

★A3.6.2. Has been involuntarily separated under AFI 36-3208. (If the reason for separation was failure to meet minimum fitness standards, hardship or dependency reasons, or for minority, then reenlistment is possible with a waiver.);

A3.6.3. Is serving a period for probation and rehabilitation under AFI 36-3208; or

A3.6.4. Is under investigation for possible administrative discharge or has been notified by the unit commander of AFI 36-3208 action.